

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS:** 5182

**TITLE:** ENGINEERING AIDE

**GRADE:** S-12

**DEFINITION:**

Under supervision, performs limited technical and semi-skilled work in the field or in an engineering office; performs elementary engineering calculations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Performs routine engineering support duties;  
Makes elementary engineering calculations;  
Prepares statistical reports;  
Processes and approves permit applications;  
Evaluates applications for completeness and compliance with State and County requirements;  
Reviews and determines whether plans are ready for County action;  
Prepares plats, overlay grids from as-builts, and maps;  
Performs record research and maintenance;  
Receives, logs, and updates data;  
Provides engineering-related information to citizens and other jurisdictions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the basic principles and practices of engineering work;  
Working knowledge of mathematics;  
Knowledge of how to do rough field mapping and simple drafting and tracing of maps, plats, and other engineering drawings;  
Ability to understand and interpret legal property descriptions and pertinent sections of State or County code;  
Ability to follow oral and written instructions quickly and accurately;  
Ability to maintain effective work relationships.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
One year of general engineering support work.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

RETITLED: November 16, 1992  
REVISED: February 25, 1985